

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

Vacancy Announcement No.: 16-22

Opening Date: July 22, 2016

Closing Date: Open until filled.



**POSITION TITLE: AUTOMATION SPECIALIST
CL 27/28**

**SALARY RANGE: \$49,558 - \$96,560
DEPENDENT UPON QUALIFICATIONS**

The United States District Court Clerk's Office has an immediate opening for the position of **Automation Specialist**. The Automation Specialist provides technical support to the court unit in a wide range of areas, including configuring hardware and software programs, assisting with courtroom technology tasks and projects, and providing support for complex technology issues. The incumbent also performs backup network administrative duties. The ability to interact with a variety of technical and non-technical system users in a professional and supportive manner is essential. The Automation Support Specialist reports to the Systems Manager and works in conjunction with the IT staff.

Representative Duties:

- Configures, installs, and supports PC-based hardware and software; installs and supports computer peripherals such as monitors, printers, scanners, and multi-function devices.
- Diagnoses and fixes hardware and software problems; provides technical support for courtroom and conference room audio/visual equipment.
- Evaluates, tests, and implements new operating systems, off-the-shelf software, and workstation hardware.
- Monitors day-to-day operations of technology equipment.
- Serves as backup to the Microsoft Network Administrator.
- Performs other duties as assigned.

Minimum Qualifications: The successful candidate must have a Bachelor's degree in information systems, computer science, business administration, or a related field; a minimum of three (3) years hands-on experience with installation, repair, upgrade, and troubleshooting of PCs; and a minimum two (2) years experience in the administration of the following technologies: Microsoft Windows 7 / 8.1 / 10 Professional, Microsoft Windows Server 2008 R2 / 2012 R2, Microsoft Office Suite, and Microsoft Active Directory. Candidates must be able to work collaboratively and professionally in a team environment.

Preferred Qualifications: Preference will be given to those candidates who possess strong experience in delivering quality end-user automation support to a large user population in a fast-paced, technically diverse environment and possess a strong working knowledge of PC hardware, software, and Windows desktop OS in a networked environment. Experience in supporting voice and video telecommunications technologies such as VoIP telephone and IP-connected video conferencing hardware is also desired, as is supporting audio/visual technologies.

Preference also will be given to candidates whose work experience provides evidence of strong customer service skills, the ability to handle multiple priorities in a fast-paced environment, and an innate desire to continually learn new technologies and train across all IT disciplines.

Vacancy Announcement # 16-22
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Familiarity with the following technologies also is preferred: VMware vSphere, VMware Horizon View, Microsoft SCCM, Microsoft SQL Server, IBM Notes, and Veeam Backup and Replication.

Notice to Applicants: Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background investigation that includes professional references, criminal history, and credit history. The person selected also will be required to submit fingerprints for a ten-year FBI background check. Any offer of employment will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Employees of the United States District Court serve a one-year probationary period. The Federal Financial Reform Act requires direct deposit of federal wages for Court employees. All applicants must be United States citizens or eligible to work in the United States.

The United States District Court is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, Court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee’s contribution).

Application Process:

To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) an application, Form AO 78, Federal Judicial Branch Application for Employment, (available via the following link: <http://www.uscourts.gov/forms/AO078.pdf>). The completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #16-22, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. All applicants will be screened to identify the best qualified and most suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

The United States District Court is an Equal Opportunity Employer.